



## Acceptable Use Policy

## **Paul Jones Education**

### **Acceptable Use Policy**

This policy applies to all students and parents who access and use services and materials provided by Paul Jones Education. It should be read in addition to the Anti-Bullying Policy and Safeguarding Policy. Failing to adhere to the terms of this policy may result in the withdrawal of services by Paul Jones Education.

1. Do not share your login details with anyone else.
2. Do not attempt to access areas of Paul Jones Education which you do not have permission to use or deliberately look for vulnerabilities in the system.
3. Students may not capture, record, or transmit audio, video or still photos of other members of the Paul Jones Education community.
4. Any harassing, intimidating or bullying behaviour is subject to this policy as well as the Anti-Bullying and Safeguarding Policies.
5. Students are responsible for maintaining their own personal electronic devices and equipment. Paul Jones Education will not service, repair or otherwise maintain any technology used to access materials and services provided by Paul Jones Education.
6. It is the responsibility of students and parents to maintain technology and equipment used to access materials and services provided by Paul Jones Education.
7. Ensure that your online communications pertaining to Paul Jones Education and any content you share are respectful of others.
8. Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the Paul Jones Education community (for example, content that is obscene or promotes violence, discrimination or extremism).
9. Respect the privacy of others. Do not share photos, videos, contact details or other information about members of the Paul Jones Education community without their permission, even if the content is not shared publicly.
10. Do not access or share material that infringes copyright, and do not claim the work of others as your own.
11. Any and all materials provided by Paul Jones Education are copyrighted and should not be shared or used elsewhere without written authorisation from Paul Jones Education.

### **Breaches of Acceptable Use Policy**

1. Any breaches of this policy will be taken seriously and may result in the withdrawal of services by Paul Jones Education.
2. In cases where copyright has been infringed, action within the Copyright, Designs and Patent Act 1988 will be taken.
3. Should you be aware of any breaches in this policy, you should report it to Paul Jones Education.